

**GLENDALE COMMUNITY COLLEGE**  
**LO&A COMMITTEE MINUTES**  
**Zoom**  
**February 25, 2021**

Meeting called to order: 12:36pm

**Members Present:** Susie Chin, Elis Lee, Charlotte Schulten, Nick Smith, Travis Ames, Rosemarie Shamieh, David Yamamoto, Francien Rohrbacher, Cynthia Flores, Deborah Diehl, Terrence Yu, Anahit Boduryan, Jorge Palma, Sonali Perera, Ana Grygoruk, Tiffany Ingle, Yvette Ybarra.

**Proxys:** Emelyn Judge for Thye Peng Ngo

**Members Absent:** John Rome and Alex Gilewski

**Quorum:** 18/20

**Approval of Minutes from November 19, 2020**

**\*\*\*MSC Diehl/Yamamoto Approved**

**Informational Items**

**Outcome**

<ul style="list-style-type: none"><li data-bbox="305 1050 682 1087">• <b>Division Chair Meetings</b></li>  <li data-bbox="305 1604 750 1671">• <b>Update from Fall Assessment Workshops</b></li>  <li data-bbox="305 1787 609 1824">• <b>Open Office Hours</b></li></ul>	<ul style="list-style-type: none"><li data-bbox="886 1050 1370 1423">• It would be helpful for coordinators to communicate to divisions the experience Yvette had with the assessment workshops. The adjunct and part-timers seemed to appreciate being involved in the process. They felt they wanted to be part of it and took it seriously.</li> <li data-bbox="886 1465 1352 1570">• Yvette will send information to so it can be communicated this to the Division.</li> <li data-bbox="886 1612 1339 1759">• They went well. It worked out fairly well since the video and text materials were helpful to the adjuncts.</li> <li data-bbox="886 1801 1347 1875">• Monday 4-5, Wednesday 9-10 and Fridays 11-12</li> <li data-bbox="886 1875 1323 1948">• Mostly it will be to support a couple coordinators and</li></ul>
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<ul style="list-style-type: none"> <li>• <b>Mapping SLOs</b></li>   <li>• <b>PLO update</b></li>     <li>• <b>Website update</b></li> </ul>	<p>the about archived etc. and then let them know which classes will be assessed this spring. Then send faculty who need help to open office hours.</p> <ul style="list-style-type: none"> <li>• Coordinator privileges: will come back after we attend workshops. But for now, coordinators will not touch anything. We should just get information about the missing classes etc. to Yvette so that when Office hours start next week, Yvette can help the stragglers.</li>   <li>• David: all SLO are mapped to ILOs. 2/3rd done. But David still has to hold for C&amp;I to approve etc. Then he will map PLOs to ILOs. Since SLOS are constantly changing/being approved it's a bit of a whack-a-mole with the mapping chain.</li>   <li>• Put in for a batch approval of all PLOs. But Nancy needs more information. Pedro, who runs CMS provided and Excel spreadsheet. PLOs are in an itemized and a content lists, so they are looking at each PLOs from CMS that were approved by Division Chairs and then cleared CMI.</li> <li>• Yvette is making sure they are all matched. Has finished 3 divisions. PLOs should be done by end of spring.</li>   <li>• Revamping the whole website. Meeting with Patricia- they'll make new links and make a clearer path to pertinent material. Make it more accessible.</li> </ul>
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<ul style="list-style-type: none"> <li>• Data loads- David</li> <li>• <b>Authorized money from VP and President to help with the clean-up of eLumen?</b></li> <li>• <b>Equity and Assessment Winter Training</b></li> <li>• <b>Workshops</b></li> </ul>	<ul style="list-style-type: none"> <li>• Enrollment schedules come late: Fall is already showing up (yay!) in load so David is receiving some information earlier. We will have better disaggregation information in the future: hybrid/online, student ID numbers, returning students etc.- Learning outcomes can be separated like we see with program review. Except for demographics.</li> <li>• Money will go to the cleanup. The eLumen rep could get eLumen to link the information for us a one-time fee. They can get the information for us. Reconnect archived data and it can only be done once. If we have the money left, we will do this.</li> <li>• API and Syncing databases: eLumen with CMS. API when it works right there's a more elegant workflow. No more copy/pasting manually for the SLOs. API will be built to connect to our CMS. (Yvette, I did not get this right)</li> <li>• The workshops have been recorded from the Winter session. Start look and create equitable assessment. Will probably hold another one at the end of the session.</li> <li>• Division Chairs meetings in April</li> <li>• -Coordinator Trainings will continue</li> <li>• -Using eLumen for Reporting Assessment Workshops (After spring break)</li> </ul>
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<ul style="list-style-type: none"><li>• <b>Communication Key</b></li> <li>• <b>Towards a 2-year cycle</b></li></ul> <p><i>ACCJC Standard I.A.3, ACCJC Standard I.B.1, ACCJC Standard I.B.2 and ACCJC Standard II.A.3 (these apply to all above)</i></p>	<ul style="list-style-type: none"><li>• Learning Outcome and Assessment Terminology and Tools- (Spring)</li><li>• PLOs and SLOs how to Deconstruct and Create Equitable SLOs (Spring)</li><li>• Assessing in an Online Environment (Spring)</li><li>• Creating Rubrics in Canvas- GADAR working on an asynchronous training</li><li>• Use of assessment tools rather than tests- see GADAR Authentic Assessment</li><li>• Maybe bring in a host for LO on how to bring students into development of rubric.</li> <li>• Yvette will continue to send updates to LO&amp;A reps and DC. Got to use our voices at Division meetings. Tell the Dept Chairs so that the message gets out. Communicate consistently.</li><li>• Maybe a newsletter once a month.</li> <li>• We would organize which classes are assessed and Division Chairs and Coordinators know we will be assessed and when. We should talk about the spreadsheet excel: Are they onboard with a 2-year cycle? Brings transparency: can be on website and not a surprise. Spring and Fall, then Winter and Summer.</li><li>• This will be on the itemized list of things to discuss with the Division that Yvette is sending us before next week's meetings.</li></ul>
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## **New Business**

<ol style="list-style-type: none"><li>1. ILO Review</li><li>2. SLO/PLO C&amp;I Process</li></ol>	<ul style="list-style-type: none"><li>• Did not address</li></ul>
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## **OLD Business**

<ol style="list-style-type: none"><li>1. Excel Spreadsheet Assessment Cycles (Document 4)</li></ol>	<ul style="list-style-type: none"><li>• Addressed briefly but will go over on 3/25/21 LO&amp;A meeting.</li></ul>
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### **Items to move to Senate:**

1. **Assessment Cycles and formula for what courses to assess.**
2. **Yearly Progress Reports**

### **Future Focus:**

1. eLumen and how to use for follow-up on assessments- reports
2. Guided Pathways, Meta Majors and Learning Outcomes

**Meeting Adjourned: 1:31pm**

**Next Meeting: April, 2021 Zoom**

**Respectfully Submitted by Yvette Ybarra and Deborah Diehl**

**Reviewed by: Yvette Ybarra**